Senior Design Meeting Rules v1.0 – 9/12/14

1. OUR NAME IS A.R.C.
2. Have fun
3. Have TODO list updated before Thursday meeting
   1. Highlight tasks green and red for complete and incomplete
   2. Add new tasks for following week
      1. Punishment: In charge of writing the weekly memo for Friday
4. Don’t miss meetings without a good excuse
   * 1. Punishment: Bring snacks to the next meeting for everyone
5. Respond to team emails/calls/texts/messenger pigeons within 2 business days
   * 1. Punishment: Angry look from email sender at next meeting
6. Don’t be more than 5 minutes late
   * 1. Verbal apology to team on arrival
7. DON’T UPDATE SVN IF CODE IS BROKEN
   * 1. Fix the SVN problems and recommit fixed code before next meeting
8. Pay attention in meetings
   1. Includes phone calls, texts, and visitors
      1. Stern talking to from rest of group